

***City of Tifton  
130 East 1<sup>st</sup> Street  
Tifton, GA 31793  
(229) 391-3937***

December 7, 2018

**REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES**

The **City of Tifton** is requesting qualifications for selection of an Architectural Firm to provide pre- and post-award services for various community and economic development projects. Pre- and post-award services will include, but are not limited to, preparing preliminary architectural report, planning, design, cost estimating, bidding, contracting, construction oversight, quality control, and project closeout. The City is in dire need of adequate facilities to provide after-school and summer care to low to moderate income children and youth, and is considering applying for federal and/or state funding for Community Development Block Grant (CDBG) Annual Competition, Employee Incentive Program (EIP), Redevelopment Fund (RDF), and/or Immediate Threat and Danger (ITAD) funds through the Georgia Department of Community Affairs (DCA).

Selection of an Architect for the project will be based on qualifications as they relate to community and economic development needs and subject to a negotiated price for services rendered. Selection could allow your firm to provide pre- and post-award Architectural Services for future community and economic development projects for a limited time period based on the funding of the grant.

Firms interested in submitting qualifications for this project are asked to contact Kimberly Hobbs at the Southern Georgia RC, 327 W. Savannah Ave., Valdosta, GA 31601, (229) 333-5277 to request the **required Section 3 forms** and the RFQ scoring criterion. Your firm will be asked to mail your reply to the following:

City of Tifton  
Jessica White, City Clerk  
130 East 1<sup>st</sup> Street  
P.O. Box 229  
Tifton, GA 31793  
Office No. (229) 391-3937 or Fax (229) 391-3990

Qualifications mailed to or received at any location other than the above address, or without the **required forms**, will not be accepted. Qualifications must be received at the above address and/or faxed **no later** than 2:00 p.m. January 7, 2019. **No** qualifications will be accepted after this time and date.

The City of Tifton is committed to Affirmatively Further Fair Housing. This project is covered under the requirements of Section 3 of the HUD Act of 1968. This contract opportunity is a Section 3 Covered Contract. Section 3 Business Concerns are encouraged to apply. The City of Tifton is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age.



Selections will be based on qualifications, timeframes, and monies, as they relate to the following. **However, your firm is encouraged to request the RFQ scoring criterion.**

**QUALIFICATIONS AND TIME FRAMES:**

1. How long has your firm been doing business in Georgia?
2. What is the distance from your location to the City of Tifton?
3. What is your firm's knowledge of the community?
4. Do you have a certified Architect or staff in the location described above? If "NOT", where is this Architect located, and what is the distance from his/her location to the City of Tifton?
5. Does your company have an email address? If so please include in RFQ.
6. Has your firm been involved in applying for funds through DCA's Community Development Block Grant (CDBG) program? If "YES", give specific projects, including grant award amount, their location, contact persons, and if the grant was approved.
7. Will your firm be able to provide necessary documentation for the application, including preliminary architectural reports, maps, and cost estimates as per CDBG application requirements if your firm is selected as project architect?
8. If your firm is selected for this project, and the grant is approved, what timeframe do you feel you will need to have final plans and specifications ready for approval by any and all applicable agencies? Please provide this information in months, such as 3 months after Notice of Award of all grants, etc.
9. Does your firm carry errors and omissions insurance?
10. Please provide resumes of all staff who will be involved in this project and describe their level of expertise.

If you have any questions pertaining to this RFQ, please call Kimberly Hobbs at (229) 333-5277, or email [kkhobbs@sgrc.us](mailto:kkhobbs@sgrc.us).

cc: City of Tifton CDBG File  
SGRC Procurement File